



City of Scottsdale Process Update

FIRE PERMIT REQUESTS

August 2, 2006

TO: Customers/Contractors who frequently submit permit requests to the Scottsdale Fire Dept.

RE: New process for processing/permitting of **all** permit requests that are required by the fire code.

This letter is to inform you of a new submittal process. No action is required with this notice – this is informational only.

Effective July 1, 2006, the fire permit process was changed as follows:

1. A Tent and Canopy Permit Request form is available at <http://www.scottsdaleaz.gov/bldgresources/forms/default.asp> . Please use this form for these requests. All other requests shall be on company letterhead stationery.
2. Requests shall include the date of submission, contractor contact information, day of event, site contractor contact information, the type of permit requested, the event date, dates of duration of the event, location of event, sponsor/customer contact information, and a detailed site plan of the event location including distance measurements of aisles to buildings/tents, fire lanes, etc., if required for the event.
3. The request may be either faxed to Mark Zimmerman, Assistant Fire Marshal at (480) 312-1850 or emailed to mzimmerman@scottsdaleaz.gov.
4. The permit request will be reviewed and the city will notify you when the review is complete.
5. The permit shall be picked up and signed for at 8401 E. Indian School Road.
6. The following permit fee shall be required at time of pick up. At this time, only Cash or Check will be accepted. A receipt will be provided per city policies.

Fire Services Safety Permits - Basic Rate	\$67.00
Fire Service Safety Permits - Rush Rate (under 10-days notice)	\$135.00

7. An on-site inspection of the event will be conducted as required by the Fire Marshal or his designee.

If you have any questions, please contact Mark Zimmerman at (480) 312-1853 or by e-mail to mzimmerman@scottsdaleaz.gov